


November 2019 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- **Reminder: The 2019 discretionary day must be used by 12/27/2019. The 2020 discretionary day will be available 12/29/2019.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 2 nd Week of pay period 10/20/19 - 11/02/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	28	29 Run Position Fund by Dept. Report	30 Print time docs for pay period 11/03/19 - 11/16/19	31 Run End of Temporary Appointment report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 11/03/19 - 11/16/19</i>	Nov 1 Pay Day Run Project Award End Date report	Nov 2 Last day of pay period 10/20/19 - 11/02/19
3 1 st Week of pay period 11/03/19 - 11/16/19 Daylight Saving Time Ends	4 Final day to enter T&L and payroll Funding for 10/20/19 - 11/02/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	5 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.	6 HRIS View Only Until E-Mail Notification From Payroll	7 Run Leave Accrual Report for 10/20/19 - 11/02/19 Begin entering T&L for 11/03/19 - 11/16/19	8	9
10 2 nd Week of pay period 11/03/19 - 11/16/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	11 State Holiday Veterans Day HCS Open 	12 Run Position Fund by Dept Report	13 Print time docs for pay period 11/17/19 - 11/30/19	14 Run End of Temporary Appointment report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 11/17/19 - 11/30/19</i>	15 Pay Day Run Project Award End Date report	16 Last day of pay period 11/03/19 - 11/16/19
17 1 st Week of pay period 11/17/19 - 11/30/19	18 Final day to enter T&L and payroll Funding for 11/03/19 - 11/16/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	19 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.	20 HRIS View Only Until E-Mail Notification From Payroll	21 HRIS Unavailable – 7:00PM until Sunday evening Run Leave Accrual Report for 11/03/19 - 11/16/19 Begin entering T&L for 11/17/19 - 11/30/19	22 HRIS Unavailable	23 HRIS Unavailable
24 HRIS Unavailable – Back Online in the Evening 2 nd Week of pay period 11/17/19 - 11/30/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	25	26 Run Position Fund by Dept Report	27 Pay Day Print time docs for pay period 12/01/19 - 12/14/19 Run End of Temporary Appointment report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 12/01/19 – 12/14/19</i>	28 Thanksgiving Day HCS Closed  <i>Happy Thanksgiving Day!</i>	29 State Holiday HCS Closed Run Project Award End Date report	30 Last day of pay period 11/17/19 - 11/30/19